

OP MEMORANDUM NO. 20-51-9

18 June 1982

OFFICE OF PERSONNEL MEMORANDUM

SUBJECT: Processing of Civilian Personnel Detailed From  
Other Federal Agencies to CIA

REFERENCE:

RESCISSION: OPM 20-51, dated 4 June 1979

1. Referent regulation governs the administration and support of personnel detailed to or from other Federal establishments. This OPM is concerned only with employees of other Federal agencies detailed to the Central Intelligence Agency.

2. The Staff Personnel Division is responsible for the in-processing of detailed personnel. In order to minimize any possible misunderstandings pertaining to security and medical processing or other requirements, it is essential that the Chief, Professional Staffing Branch/Staff Personnel Division be advised prior to entering into any discussions or agreements with other Federal departments or agencies for the services of their employees.

✓ James N. Glerum  
Director of Personnel

OPM 15-82

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Approved For Release 2005/08/02 : CIA-RDP92-00455R000200100027-4

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16 June 1982

MEMORANDUM FOR: [redacted]

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Per the attached and Jack's last note, would you re-type OPM to update, please, and prepare usual router thru us here to D/OP for signature, using following comments:

The attached proposed OPM is part of our ongoing update of such publications when they become 3 years old. The content has been reviewed by SPD and is still current.

[redacted]  
[redacted]  
Thanks, [redacted]

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C/PLKS  
DD/PHE  
#10/0100  
DD/OP  
OP - [redacted] in Black Ink Please  
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ROUTING AND TRANSMITTAL SLIP

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
[Redacted]		6/10/82	[Redacted]
1.	[Redacted]	[Redacted]	6/14
2.	[Redacted]	[Redacted]	
3.	[Redacted]	[Redacted]	
4.	[Redacted]	[Redacted]	
5.	[Redacted]	[Redacted]	

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

1- Looks as though we could re publish with [Redacted]'s signature. Before we do, however, wasn't there something out recently about EXA/C/OP responsibility for detail cases - ?

1-2: Yes - OPN 20-80-4 - but that dealt with employees detailed to other govt. agencies from CIA. Different situation, different procedure.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

3 - OK Thanks - pls

Phone No.

OPM NO.

4 June 1979

OFFICE OF PERSONNEL MEMORANDUM NO. ~~20-51-7~~SUBJECT : Processing of Civilian Personnel Detailed from  
Other Federal Agencies to CIAREFERENCE: *Rescission : OPM 20-51-7 dated 4 June 1979*

1. Referent regulation governs the administration and support of personnel detailed to or from other federal establishments. This OPM is concerned only with employees of other federal agencies detailed to the Central Intelligence Agency.

2. The Staff Personnel Division is responsible for the in-processing of detailed personnel. In order to minimize any possible misunderstandings pertaining to security and medical processing or other requirements, it is essential that the Chief, Professional Staffing Branch/Staff Personnel Division be advised prior to entering into any discussions or agreements with other federal departments or agencies for the services of their employees.

Harry E. Fitzwater  
Director of Personnel

PM 6-79

OPM

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4 June 1979

OFFICE OF PERSONNEL MEMORANDUM NO. 20-51-7

SUBJECT : Processing of Civilian Personnel Detailed from  
Other Federal Agencies to CIA

REFERENCE:

1. Referent regulation governs the administration and support of personnel detailed to or from other federal establishments. This OFM is concerned only with employees of other federal agencies detailed to the Central Intelligence Agency.

2. The Staff Personnel Division is responsible for the in-processing of detailed personnel. In order to minimize any possible misunderstandings pertaining to security and medical processing or other requirements, it is essential that the Chief, Professional Staffing Branch/Staff Personnel Division be advised prior to entering into any discussions or agreements with other federal departments or agencies for the services of their employees.

Harry E. Fitzwater  
Director of Personnel

OFM 6-73

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ADMINISTRATIVE - INTERNAL USE ONLY

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This Notice Expires 1 March 1982

*Recruitment  
Applicant Processing*

PERSONNEL

28 July 1981

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UNAUTHORIZED DISCLOSURES BY EMPLOYEES  
TO APPLICANTS FOR AGENCY EMPLOYMENT

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1. Several recent incidents indicate that certain interested Agency components have disclosed to unsuccessful applicants the specific reasons for their failure to obtain employment with the Agency. Sometimes applicants have been given sufficiently detailed up-to-the-minute information on the various stages of their processing so that they were able to deduce the basis for their rejection. All employees are cautioned that unauthorized disclosure of such privileged information is prohibited and contrary to Agency policy.

2. Applicants acknowledge in writing when they submit their application forms that the special character of CIA's national responsibility requires the Agency to maintain employment criteria which may be different from those of other Government agencies. They acknowledge that the Agency's investigation of applicants involves loyalty and security checks, an evaluation of physical and emotional fitness, and a determination that a suitable position exists. They also acknowledge that this comprehensive review may result in a determination that an applicant is not to be offered employment and that this determination often would not be the result of any single factor in an applicant's background but rather would reflect the results of the various evaluations involved. Applicants further acknowledge that, in any event, the determination by the Agency is conclusive and final, and no specific reason for rejecting their application will be given.

3. All employees are cautioned that they are not permitted to identify a specific office; e.g., the Office of Security or the Office of Medical Services, as the source of a disapproval decision or to refer an applicant to those offices for an explanation. Applicants who insist on learning the specific reasons for not being offered Agency employment should be referred to the Staff Personnel Division, Office of Personnel, [REDACTED]

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Harry E. Fitzwater  
Deputy Director  
for  
Administration

DISTRIBUTION: ALL EMPLOYEES

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